



#880117 shown

**Note: Please, open box, remove all pieces and check for damages before beginning assembly.**  
(Extra wood framing was used to protect flat file components and can be discarded.)

Separate components into a drawer group and a cabinet group and keep the corresponding hardware with each.

For cabinet assembly, it is recommended to dry fit the base and top first. Then, for best results and maximum stability, secure all wood dowels with wood glue.

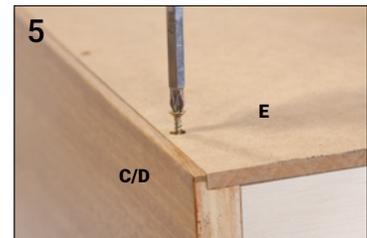
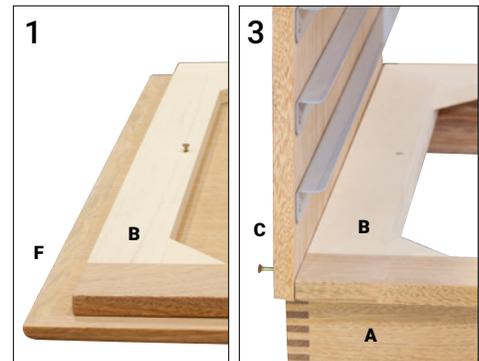


**Cabinet Components:** Please Note: Flat File parts are not labeled; letters below were created for instructional purposes only.

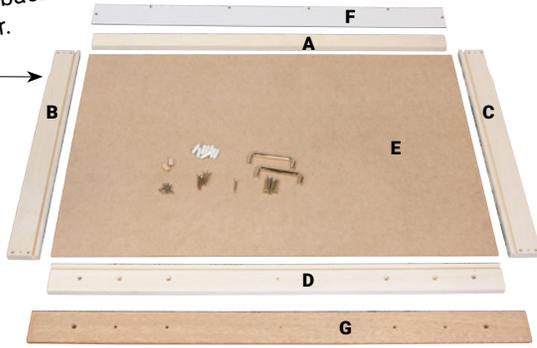
- 7 Parts: base (A), 2 frames (B), 2 sides (C&D), hardboard backing (E), top (F)
- Bag of Cabinet Hardware: 4 wood dowels, 8 plastic dowels, 3 - 1 $\frac{1}{8}$ " screws, 12 - 1 $\frac{1}{2}$ " screws, 16 -  $\frac{5}{8}$ " screws (12 for #880116)
- Bag of Bottom Hardware: 4 wood dowels, 3 - 1 $\frac{1}{8}$ " screws

## Cabinet Assembly Instructions

1. Before beginning unit assembly, the flat file top needs to be pre-drilled. Flip top (F) finished side down on floor and push four wood dowels into the holes. Make sure finished edge of one rectangular frame (B) and the finished side of top are on the same side and push frame onto dowels. Use a rubber mallet to tap into place. Secure with three 1 $\frac{1}{8}$ " screws. *(It is critical to use the correct screw length to avoid causing damage to the flat file top.)* Set assembled top aside.
2. Put Base (A) on floor with finished side towards you and slats side up. Push four wooden dowels into holes in slats. Push remaining frame (B) *(with finished side towards you)* onto dowels. Use a rubber mallet to tap into place. Secure with three 1 $\frac{1}{8}$ " screws.
3. Attach sides (C&D): Make sure the finished edge is facing you and the metal drawer brackets are in a "7" position, not an "L" positions. Push four plastic dowels *(using ridged side of the dowel)* into the corresponding holes (C or D) and tap into place with a rubber mallet. Hold one side (C or D) flush with the rectangular frame, push bottom dowels into place and secure with three 1 $\frac{1}{2}$ " screws. Repeat with the other side.
4. Attach the assembled top (B&F) to the base. *(Top will be quite heavy. Assistance recommended for this step.)* Make sure the finished side is facing you and gently maneuver the frame into the slot between sides. *(If it will not fit properly, slightly loosen screws on the bottom of one side to give more space.)* Once properly aligned, attach sides to top frame using six 1 $\frac{1}{2}$ " screws.
5. Gently tip unit on face *(or leave as is, if desired)*. Place hardboard backing (E) *(with recessed screw holes facing out)* into the notched area on back and secure using sixteen  $\frac{5}{8}$ " screws *(12 screws, if assembling 3 drawer unit)*. If the backing is hard to put in, slightly loosen screws on top and bottom of one side and retighten after the backing is in place.
6. Carefully tip the unit back onto the base. Once drawers are put in, the unit will be quite heavy. It is recommended to put the cabinet in the desired location before putting in the drawers. Once drawers are added, the flat file is complete and ready to use.



Slightly grooved edges of B and C to the back of the drawer.

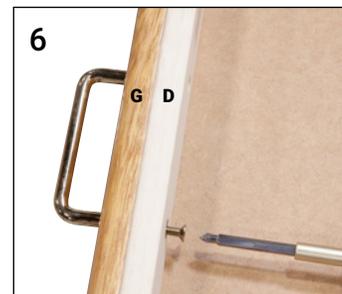
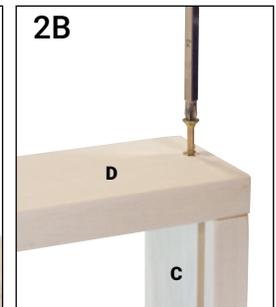
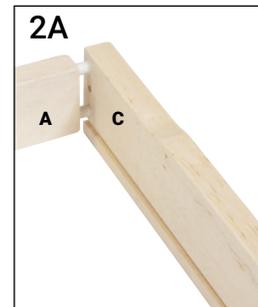


**Drawer Components PER DRAWER** (total counts will be dependent on which unit was ordered):

- 7 parts: back piece (A), side pieces (B&C), front piece (D), hardboard bottom (E), paper catch (F), finished drawer face (G)
- Hardware: 8 plastic dowels, 4 - 1½" screws, 10 - ⅝" screws, 2 wood dowels, 1 - 1⅜" screw, 4 bolts, 2 handles

## Drawer Assembly Instructions

1. Lay out components as shown above before beginning assembly.
2. A. Push four plastic dowels (*using ridged side of the dowel*) into side holes on back piece (A) and four on the front piece (D). Tap into place using a rubber mallet. Making sure the cut out slot is down and facing inward on front and side pieces (B&C), push all four pieces together.  
B. Secure with four 1½" screws.
3. Slide hardboard bottom (E) into drawer. Pre-drilled, recessed holes should face out and be at the back of the drawer. If the hardboard won't slide in smoothly, slightly loosen one or two of the side screws to give it more space. Keeping the bottom piece snugly fitted in slots and squared up with the back piece (A), use four ⅝" screws to attach. Start with the outer corners and then do the middle screws.
4. Attach paper catch (F): Square up the paper catch with the back edge of the frame (A). Hold in place and secure with six ⅝" screws, starting with the two outer edges and then doing the middle screws.
5. Assemble the drawer face (G): Push wood dowels into outermost holes on drawer face, align with the corresponding holes on front piece (D) and push into place. Secure two pieces with one 1⅜" screw in the center hole.
6. Attach handles: Push four bolts from inside of drawer (D) to outside (G). Align handles over bolts and screw in until handles fit snugly against drawer face.
7. Repeat steps 1-6 with the remaining drawers. Put assembled drawers into flat file base. The unit is now complete.



**ATTENTION:** If you purchased an 8, 10 or 15 drawer unit:

1. Assemble the cabinet you want on the bottom first, but do not follow step one. Instead, use six 1½" screws to attach the sides to the remaining frame in step four.
2. Assemble the unit you want as the top by following step one. In step two, secure the sides to the bottom frame using six 1½" screws.
3. For the 15 drawer unit:
  - A. Assemble the middle unit using 12 - 1½" screws to connect sides to the frames. (*Middle unit will not have top or base pieces.*)
  - B. Stack the units on top of one another. (*Assistance recommended to prevent damage to yourself or the flat file.*)
  - C. Secure the units together by screwing three 1⅜" screws (*from the cabinet hardware bag*) through the stacked frames. (3 for connecting the 8 and 10 drawer units; 6 for connecting the 15 drawer units.)

